



## TASK LIST

NAME	DATE	WORKING TITLE	GRADE

**NOTE:** The information you supply on this form will be used by your supervisor or an analyst in charting the work distribution of your unit.

[illegible]

EXAMPLE

Shown below is an example of how a secretary might complete a Task List for a five day period. Note how the minutes are recorded and then converted into hours -- also how figures are totaled across and down.